



HUMAN RESOURCES
Job Announcement

PT Office Aide

DEPARTMENT: Parks & Recreation Department

ELIGIBILITY REQUIREMENTS: PT Position – 29 hours max per week no benefits

High School diploma, GED or work skill equivalent; excellent job for a college student. Good computer skills in MS software (Word, Excel, Outlook, etc.); willingness to learn new skills. Must possess ability to market materials including flyers, press releases, posters, banners and advertisements.

Excellent people skills, ability to interact with the public; handle work orders. Job includes answering the phones, typing, reports, complete mass mailings for events, keeping track of 4-5 supervisors' day to day messages/errands; assisting with special event prep; light cleaning/organizing equipment and supplies and working inside/outside watering flowers around the building.

Must be energetic and able to get along with different personalities And maintain order in a fast paced environment.

PAY INFORMATION: \$8 - \$9 per hour – depending on qualifications

APPLICATION INFORMATION: Applications are available at the Yukon City Hall
500 West Main
Yukon, Oklahoma 73099
Between the hours of 8:30 a.m. and 4:30 p.m., Monday - Friday.
Apply online at www.cityofyukonok.gov

The City has a drug free workplace policy. Prior to employment, the applicant selected for the position will be required to take a drug-screening test.

The City is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, religion, political beliefs, national origin, disability, or any other factor not directly related to job demands.

If you would like to apply for this position, but find it difficult to do so because of a disability or architectural obstacle or barrier, please contact the Human Resources Office at 405-350-3926.